# **Children's Mental Health Waiver**

# Provider Procedure for: Discharge from Waiver Program

Implementation Date: 7/1/06

Revision Date: 9/1/07

#### Overview

The Waiver Program's goal for discharge, regardless of the ineligibility criteria identified, is to ensure that the youth and family have identified and established services and supports, both natural and formal, in their home, school, and community. The transition process is designed to meet this goal. When this has been accomplished, to the extent possible, discharge from waiver services will be completed.

## Waiver Provider Roles and Responsibilities

### Family Care Coordinator will:

- Convene a Family Care Team Meeting to:
  - Discuss waiver discharge for any of the identified ineligibility criteria that require termination of waiver services.
    - Meet with the youth and family to evaluate a decision to terminate waiver services prior to the identified goals and outcomes being met, to ensure that nothing different could be done to allow their continuation with the program (unreported complaints or grievances relating to the program, services, or providers, etc.).
    - Meet with youth and family to evaluate current situation if they are refusing services or showing a lack of cooperation in exercising their responsibilities as outlined by the program to try to identify the reasons behind the behaviors.
    - Work with the Waiver Program to identify and implement all possible options to allow the family to reconsider their decisions.
  - Review transition plan outlined in the current Individual Service Plan document (WP-1) and formalize the discharge process by completing the Discharge Plan form (FCC-10).
    - Gather transition specific service information from Family Care Team Members.
    - Obtain additional recommendations from Family Care Team members for community resources or services that can be shared with the family and their support persons.
    - Share copies of the completed Discharge Plan document with ALL Family Care Team members.
- Prepare current-to-date service utilization report (total, used, remaining units) to facilitate service plan modification (FCC-2) to close current ISP effective on the identified discharge date
  - Follow the Provider Procedure for Changing ISP Service Providers/Units.
  - o Contact the Waiver Program for assistance.
- Follow guidelines attached to Close a Waiver Record following Discharge.

#### Waiver Service Providers will:

- Attend Family Care Team meeting called to discuss waiver discharge.
- Provide service-specific information as it may relate to the ineligibility criteria that is prompting consideration of discharge.

- Prepare current-to-date service utilization report (total, used, remaining units) to share with the Family Care Coordinator.
- Follow guidelines attached to complete required paperwork/documentation to facilitate formal discharge and closure of the waiver record for the youth and family served.

# To Close the Waiver Record following Discharge

Waiver service providers must close the waiver record and submit applicable documentation to the Waiver Program within 10 days of the official discharge date.

## Family Care Coordinator will:

- Submit a copy of the Discharge Plan (FCC-10) and the service plan modification documentation (FCC-2 and FCC-3) to the Waiver Program for processing.
- Write a final progress note identifying the official discharge date and any additional action taken as part of this process.
- Note the discharge date on any monitoring/tracking documents.
- File the original Discharge Plan form (FCC-10) in front of the waiver record.
- Write the discharge date on the front cover of the record folder and file to be retained following established waiver program retention schedules.

#### Waiver Service Providers will:

- Write a final progress note identifying the official discharge date and any action taken as part of this process.
- Note the discharge date on all current Service Objectives (FCT-1) and Behavior Support Plans (FCT-6) <u>and</u> their corresponding data sheets.
- File a copy of the Discharge Plan received from the Family Care Coordinator in front of the waiver record.
- Write the discharge date on the front cover of the record folder and file to be retained following established waiver program retention schedules.